



RULES OF PROCEDURE OF THE GROUP OF EXPERTS ON SESAR INTERIM DEPLOYMENT STEERING

(adopted on 29/02/2012)

THE GROUP OF EXPERTS ON SESAR INTERIM DEPLOYMENT STEERING,

Having regard to the standard rules of procedure of expert groups¹,

HAS ADOPTED THE FOLLOWING RULES OF PROCEDURE:

Article 1

Subject matter

1. The group of experts on SESAR Interim Deployment Steering, hereinafter referred to as the Interim Deployment Steering Group (IDSG), is set up and shall operate under the provisions of the present Rules of procedure.
2. The IDSG is the transitional arrangement to steer the implementation of short term essential SESAR deployments identified as critical to performance and to achieve early benefits at European level.
3. The central task of the IDSG will be to steer, coordinate and monitor short term implementation activities on the basis of the Interim Deployment Programme, referred to in Article 2. The steering is primarily achieved through the adoption of recommendations in accordance with Article 5 below and the oversight of their implementation.
4. The IDSG will remain active up to the establishment and start of operations of the SESAR deployment governance. The need to maintain the IDSG will be assessed by the Commission considering the progress achieved in implementing the governance for SESAR deployment and the results of the IDSG.

¹ SEC(2010) 1360 of 10.11.2010.

Article 2

Tasks

1. The IDSG shall develop, maintain and execute an Interim Deployment Programme that will be derived from and kept consistent with the European ATM Master Plan. The Interim Deployment Programme will constitute the reference for the IDSG's work.
2. The Interim Deployment Programme will address the implementation activities in support to short term essential ATM operational changes based on the prioritisation set by the European ATM Master Plan, taking into account operational performance network needs and industry capability. The IDSG shall ensure the commitment of air traffic management (ATM) operational stakeholders (Air Navigation Service Providers (ANSP), Airspace users and Airports) on these implementation activities through the adoption of the Interim Deployment Programme by the IDSG.
3. The Interim Deployment Programme will encompass detailed activities required from each relevant stakeholder for the timely execution of short term priority implementation activities requiring synchronisation at network level and the associated risks and mitigation actions. The activities will be described in a project-oriented approach, fully aligned and consistent with the main planning tools at European level, such as the European ATM Master Plan, in particular its level 3, which includes the ESSIP objectives, and the Network Strategy Plan.
4. The IDSG shall submit proposals for the Interim Deployment Programme and its future updates to the Commission, who shall also consult the Single Sky Committee (SSC) for an opinion. The IDSG will adopt and execute the Interim Deployment Programme and its updates after having received the positive opinion of the Commission.
5. The IDSG shall prepare recommendations to be addressed to decision-making bodies and/or relevant stakeholders and transmit them to the Commission for further consideration. It shall ensure close coordination with the Commission, EUROCONTROL, the SESAR Joint Undertaking (SJU), the European Aviation Safety Agency (EASA) and the Network Manager (NM) on interrelated initiatives and activities avoiding overlapping and raise awareness on the need to start deploying SESAR amongst the stakeholders.
6. The IDSG shall collect and analyse relevant deployment data coming from, for example, ESSIP and LSSIP reports, business plans, programme reports, performance plans and any additional complementary information, in order to ensure an updated deployment overview at European level to support the execution of the Interim Deployment Programme.
7. The IDSG shall monitor the deployment activities and the associated measures through the collection, analysis and enhancement as appropriate of all existing information, to identify possible gaps between the actual and the expected situation as planned in the Interim Deployment Programme. It shall also monitor the impact of the adopted recommendations with the aim to ensuring an

effective and consistent check of the activities' status and promptly report to the Commission on recommendations with no tangible effect for further action (alert mechanism).

Article 3

Membership

1. The members of the IDSG shall be representatives of the following participating organisations:
 - ATM operational stakeholders such as ANSP (1 representative for each ANSP), airspace users (maximum 10 representatives), airports (maximum 2 representatives) and military (maximum 1 representative)
 - the NM (1 representative)
 - the EASA (1 representative) and
 - the SJU (1 representative)
2. Member States that are members of the SSC may designate each 1 civil and 1 military representative as members of the IDSG. Non-Member States that are observers in the SSC may designate each 1 civil and 1 military representative as observers in the IDSG.
3. In order to keep the IDSG within a manageable size, States and ANSPs shall endeavour to organise their participation in the IDSG at Functional Airspace Blocks (FAB) level (maximum 3 representatives per FAB), promoting them as key vectors for deployment coordination.
4. The IDSG shall also comprise an Expert Team to perform detailed analysis and prepare the reports to the Commission. The members of the Expert Team shall be experts from the participating organisations referred to in paragraph 1 (same maximum number of experts per participating organisation as the maximum number of representatives indicated in paragraph 1) and experts from the ATM ground systems (1 expert) and aircraft manufacturing industries (1 expert).
5. Members of the IDSG and the Expert Team, hereinafter referred to as members, shall be individuals appointed to represent the interest of their respective participating organisation with competence in the areas referred to in Article 2.
6. Members shall be nominated by the Member States' authorities and/or the participating organisations. Observers from Non-Member States shall be nominated by the Non-Member States' authorities. The Commission's Director of Aviation and International Transport Affairs may refuse a representative nominated by a participating organisation if he/she considers that the nomination is not appropriate on the basis of justified grounds. In such cases, the organisation concerned shall be asked to nominate another representative.
7. Members will remain in office until replaced or until the IDSG is terminated.
8. Provision may be made for the same number of alternates as members to be appointed. Alternates shall be appointed in accordance with the same conditions as members and alternates automatically replace any members who are absent or indisposed.

9. Members who are no longer capable of contributing effectively to the IDSG or the Expert Team deliberations, who resign or who do not comply with the conditions set out in paragraph 6 of this Article, or Article 339 of the Treaty, may be replaced for the remainder of their term of office.
10. The names of individuals representing an interest and the names of the participating organisations shall be published in the Register of Commission expert groups and other similar entities ("the Register").
11. Personal data shall be collected, processed and published in accordance with Regulation (EC) No 45/2001.

Article 4

Operations

1. The IDSG and the Experts Team shall be chaired by representatives of the Commission. In particular, the IDSG shall be chaired by the Head of the Single European Sky Unit and the Expert Team by a representative of the Aviation and International Transport Affairs Directorate.
2. The Chairs of the IDSG and the Expert Team may be assisted by experts from the Directorate Single Sky of Eurocontrol, the Performance Review Body and the European Defence Agency. These experts shall be nominated by their respective organisations.
3. The Chairs of the IDSG and the Expert Team may invite experts from outside the IDSG and the Expert Team, with specific competence in a subject on the agenda, to participate in the work on an ad hoc basis. In addition, the Chairs may give observer status to individuals, organisations, as defined in Rule 8(3) of the horizontal rules on expert groups, and candidate countries. Experts appointed in a personal capacity shall act independently and in the public interest.
4. Members as well as invited experts and observers, shall comply with the obligations of professional secrecy laid down by the Treaties and their implementing rules, as well as with the Commission's rules on security regarding the protection of EU classified information, laid down in the Annex to Commission Decision 2001/844/EC, ECSC, Euratom. Should they fail to respect these obligations, the Commission may take all appropriate measures.
5. The meetings of IDSG and the Expert Team shall be convened by their respective Chairs. The IDSG shall meet, in principle, on a quarterly basis. The duration of its meeting shall not exceed half a day and shall be synchronised with the dates of the SCC meetings. The Expert Team shall meet, in principle, on a monthly basis and shall maximise the use of phone/internet conferences. Dedicated workshops may be held on an *ad-hoc* basis.
6. All meetings and workshops shall take place in Brussels and all communications and meetings shall be in English.

7. The Commission services shall ensure, where relevant, the administrative and financial management of the IDSG in accordance with relevant rules and provisions in force within the Commission on expert groups.
8. EUROCONTROL shall provide secretarial services for the IDSG and the Expert Team. The secretariat shall:
 - draw up the respective agendas under the responsibility of the respective Chairs and send them to the relevant members
 - send the invitations to the meetings and the draft agendas to the members no later than fourteen calendar days before the date of the meeting
 - send meeting documents to the relevant members no later than seven calendar days before the date of the meeting
 - draw up, under the responsibility of the respective Chairs, attendance lists specifying, where appropriate, the authorities, organisations or bodies to which the participants belong
 - draft, under the responsibility of the respective Chairs, summary minutes on the discussion on each point on the respective agendas and the opinions delivered by the IDSG and Expert Team
9. The agendas and summary minutes shall be adopted by the IDSG and Expert Team. In urgent or exceptional cases the Chairs may reduce the time limits for sending the documentation mentioned in paragraph 8.
10. The Commission publishes relevant information on the activities carried out by the IDSG and the Expert Team either by including it in the Register or via a link from the Register to a dedicated website.

Article 5

Opinions and recommendations

1. All the IDSG and the Expert Team opinions and recommendations shall be adopted by consensus. In the absence of consensus, the Expert team will refer the relevant issues to the IDSG and the IDSG will refer the relevant issues to the Director of aviation and international transport affairs of the Commission.
2. The IDSG and the Experts Team shall adopt recommendations that aim at reducing the gap between the actual situation as reported through its monitoring function and the planned situation as defined in the Interim Deployment Programme.
3. Recommendations will clearly indicate:
 - well defined objectives (contents and date);
 - proposed action plan;
 - the decision making bodies or stakeholders targeted by the recommendation, such as Commission, SSC, SJU Administrative Board, NM Board and other operational ATM stakeholders' executive level; and
 - the correspondence with relevant Operational Improvement steps (OI) or groups of OI in the European ATM Master Plan

4. Recommendations of the Expert Team will be submitted to the Chair of the IDSG. Recommendations adopted by the IDSG will be submitted to the Commission through the Chair of the IDSG.

Article 6

Written procedure

1. If necessary, the IDSG's opinions or recommendations on a specific question may be delivered via a written procedure. To this end, the secretariat sends the IDSG members the document(s) on which it is being consulted.
2. However, if a simple majority of IDSG members asks for the question to be examined at a meeting of the IDSG, the written procedure shall be terminated without result and the Chair shall convene a meeting of the IDSG as soon as possible.

Article 7

Meeting expenses

1. Travel and subsistence expenses incurred by participants in the activities of the Expert Team and the experts referred to in Article 4.3 may be reimbursed by the Commission in accordance with the provisions in force within the Commission.
2. Eligible expenses mentioned in paragraph 1 shall be reimbursed within the limits of the available appropriations allocated under the annual procedure for the allocation of resources in the Commission.

Article 8

Correspondence

1. Correspondence relating to the IDSG or the Expert Team shall be addressed to the Commission, for the attention of the respective Chairs.
2. Correspondence for members shall be sent to the address which they provide for that purpose.

Article 9

Access to documents

Applications for access to documents held by the IDSG and the Expert Team will be handled in accordance with Regulation (EC) No 1049/2001² and detailed rules for its application³.

Article 10

Conflict of interest

1. Should a conflict of interest in relation to a member or expert arise, the Commission services may exclude this member or expert from the IDSG or the Expert Team or a particular meeting thereof or they may decide that the member or expert in question shall abstain from discussing the items on the agenda concerned and from any deliberation on these items.
2. At the start of each meeting, any member or expert whose participation in the IDSG or the Expert Team work would raise a conflict of interest shall inform the relevant Chair.
3. Conflicts of interest shall be reported in writing, e.g. in the summary minutes of the meetings.
4. Paragraphs 1, 2 and 3 shall also apply to deliberations taken by the IDSG and the Expert Team in written procedure.

Article 11

Confidentiality of deliberations

1. The IDSG and Expert Team deliberations shall be confidential.
2. In agreement with the Commission's services, the IDSG and Expert Team may decide to open its deliberations to the public.

² Regulation (EC) No 1049/2001 of the European Parliament and of the Council of 30 May 2001 regarding public access to European Parliament, Council and Commission documents (OJ L 145, 31.5.2001, p. 43).

³ Commission Decision 2001/937 of 5.12.2001. OJ L 345 of 29.12.2001, p. 94.

Article 12

Protection of personal data

All processing of personal data for the purposes of these rules of procedure shall be in accordance with Regulation (EC) No 45/2001⁴.

⁴ Regulation (EC) 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. (OJ L 8, 12.1.2001, p. 1).